



City of South Bend

Vacancy Announcement

Post Date: Thursday, March 12, 2015

Closing Date: Tuesday, March 17, 2015

### **CSO REP I**

**Category:** Full Time (Teamster)

**Department:** Public Works/Environmental Services

**Reports To:** Operations Manager

**Shift:** 7 AM-3:30 PM, Monday-Friday (standby call out – on rotation with others 24/7). Hours may vary based on departmental need.

**Pay Rate:** \$18.17/hr. (Non-exempt)

**Position:** SUMMARY

Incumbent assists Operations Manager with implementation of all provisions of the CSO Operational Plan (CSOOP). The CSOOP is a highly regulated EPA and IDEM provision of the City of South Bend's NPDES permit. Incumbent oversees and performs a variety of skilled/unskilled tasks to maintain essential elements of the CSOOP, including, but not limited to, maintenance of sensors and control valves that store and/or prevent untreated sewage from being discharged to the river.

#### **SUPERVISION EXERCISED**

Not applicable.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Drives service truck to various CSO chambers located throughout City.
- Does preventive maintenance on all CSO chambers.
- Operates light power equipment such as portable generators, pumps, power washers, blowers, weed wackers, chain saws, and mowers.
- Participates in training of other employees.
- Keeps CSO changers cleaned out by coordinating with vactors.
- Fills out daily log, work orders, and confined space forms.
- Keeps sites landscaped, mowed, and snow shoveled and stations clean as needed.
- Conducts sensor calibrations.
- Enters data into Maximo work order computerized program.
- Inspects CSO chambers physically and with pole mounted cameras and documents findings via written and computerized media.
- Utilizes Microsoft Office (Word, Excel, Access) software and other software applications.
- Uses GPS units to identify manholes, pipes and other structures.
- Performs calibration checks on CSO.net sensors.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs other related tasks as directed.

**QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Must perform all job functions with honesty and professionalism.
- Must negotiate stairs.
- Must possess sufficient physical strength, coordination and mental alertness to permit safe and efficient performance on the job.
- Must have the ability to hand operate manual valves from inside CSO structures.
- Must have the ability to climb and work on a ladder in high/low places.
- Must have the ability to work around open and unprotected water.
- Ability to work in confined spaces.
- Ability to work outside in all weather conditions.
- Ability to work alone.
- Ability to make sound judgments independently.
- Ability to work on one's feet and to remain alert at all times.
- Must interact with coworkers and public with tact and diplomacy.
- Ability to work effectively in a team environment.
- Knowledge of basic mechanical maintenance and repair.
- Ability to work without supervision.
- Ability to perform strenuous work outdoors and in adverse weather conditions.
- Ability to make clear decisions.
- Ability to learn the operations of a combined sewer maintenance truck.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must be confined space certified.
- Must be certified in work zone safety.
- Valid driver's license required. Ability to obtain a Commercial Driver's License (CDL) within six months of start date.

**EQUIPMENT**

Service truck, light power equipment, computer, GPS units.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work performed indoors/outdoors in adverse weather conditions. Individuals may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, noise and extreme temperatures.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Drug Screen Required**